

Algoma Sanitary District #
Regular Monthly Meeting
Minutes – December 13, 2007 - 6:00 p.m.

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine, and Commissioner Michael Gelhar present called the regular monthly meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Ray Edelstein, Rose Mraz, Steve Kluesner and Eric Urtes.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - a) **Alex made a motion to approve the minutes from the regular monthly meeting on November 8, and the Budget hearing on November 8 as presented second-Mike/carried unanimously.**
 - b) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for November/second-Mike/carried unanimously.**
 - c) **Mike made a motion to approve the pending bills for December as revised/second-Alex/carried unanimously.**
 - i) An invoice was received from Clifton Gunderson which Ray discussed previously with Rose. Ray said the invoice was for Clifton Gunderson's professional error and not the District's and recommended sending out the letter to Clifton Gunderson which Rose wrote up and the Commissioners agreed.
- 2) Public Forum - There was no one from the public in attendance.
- 3) Director's Report
 - a) Review of District statistics – these were received previously and no questions on them.
 - b) Correspondence – no additional correspondence.
 - c) Status of 2007 projects
 - i) Earl indicated he appreciated the District's debt ratio which was sent out previously by staff.
 - ii) Kevin explained that the District listens to the hydrants after flushing to see if there are any leaks. Fixing these help with reducing unaccounted water.
 - (1) The operator discovered a leak on Thackery. The homeowner was called and told there was a possible leak in his lateral. The District shut off the valve at the curb stop and didn't hear the noise which means the leak is on the homeowner's side of the valve. The predicament is that the lateral is in the middle of their concrete driveway. At the moment, the District is not sure what is wrong but is working with the resident.
 - iii) Lowe's sewer extension.
 - (1) The sanitary sewer is being installed at Lowe's. There was a preexisting land fill and when digging, the excavator went through the clay cap and then water rushed out. This was being pumped to the storm sewer and Kevin said he made sure they put salt all over to prevent any accidents and they were receptive to this. The DNR required a specialist there throughout the project to determine what needs to be land filled. They have 100' remaining to complete the project.
 - iv) Great Lakes sent the District their televising report and out of this year's televising, they found about 5 leaks, the larger is 10 gpm and is near the end of a lateral. This main will be fixed as soon as Great Lakes can get in town. Two other leaks are 2 gpm. The District is on Great Lakes list for repairs.
- 4) Report from Committees
 - a) Earl said there was a really good and beneficial Water Advisory Council workshop. A number of town officials were in attendance to give input. The District concentrated on the proposed building. One good thing that came from the workshop was that the front side was determined which is important due to different building set backs.
- 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with City of Oshkosh. The City of Oshkosh agreed to approve this. The District will receive a certified copy of their minutes and put this with the District's minutes. This took a lot of energy on the District's part and worked out well for the District. The plant was built in 1973.
- 6) New Business
 - a) Discuss and act on survey results from Witzel Avenue and Fenzl Drive for sewer and water connection.
 - i) Sara put together a spreadsheet showing results. There were 5 no response. There are 6 that want water. The survey indicated an estimated cost upfront so the residents know the cost. One resident wants water and

sewer, but he just received the survey for water. Kevin checked and this resident may be close enough to serve sewer. There are 4 yes's for sewer The Nobel's did not respond, but will have 4 additional connections for sewer and water. These assessments for sewer and/or water will give the District \$77,000.00 towards the project. There's no action at this time, but in the spring, as the District gets closer; these parcels will need to be added to the District.

- b) Discuss and act on the proposed administrative, water treatment facility, warehouse building, and utility extension project.
 - i) Strand Engineering Associates to present the proposed site concept plans.
 - (1) Steve gave out a copy of the revised concept plan for the proposed building and site. There was about 2,000 sq. feet taken out.
 - (2) There was considerable discussion regarding the proposed building concept plans. Eric said he and Kevin have been talking a lot over the last couple of weeks regarding the plans and building layout.
 - (a) Steve asked for comments for changes so they can finalize the floor plan and site layout for the preliminary design reports for the basis to move forward. At that time they would proceed with completing the actual elevation views and also the actual preliminary design report which will discuss the construction materials, the heating and other details for the commissioners to approve prior to the specifications. Strand would like to have a draft report of the preliminary design by the middle of January. The District's next meeting is January 10.
 - (b) Steve said a draft could be ready by then if there are not major changes. This will have the site plan, floor plan, elevations and Strand's text of what's going on regarding construction materials and various sizing requirements. Strand would like to have this finalized by the end of January depending on how big the comments are and then Strand can proceed to final design of the facility. Steve will be drawing up a task order now that we are getting closer to the size of the building and how much work there'll be. Kevin asked if the preliminary design comes out with a new estimate of cost and Strand said that is part of the report.
 - c) Bonding insurance for District
 - i) **Alex made a motion to approve the purchase of bonding insurance for the District/second-Mike/carried unanimously.**
 - d) The 2030 sewer service area plan received DNR approval
 - i) The DNR reviewed and approved the sewer service area for the District which is good news and the District received the signed document back. Earl requested an updated map showing the service area and Kevin will obtain one as soon as East Central makes them available.
 - e) Discuss how Great Lakes Compact affects the District
 - i) Earl complimented Kevin for doing his job in tracking this. These discussions regard the ground water usage from the Great Lakes basin.
- 7) Go to closed door meeting to discuss employee matters
 - i) **Mike made a motion to go to closed session/second-Alex/carried unanimously.**
- 8) **Mike made a motion to return to open session/second-Alex/carried unanimously.**
 - a) **Earl made a motion to give the Utility Director a step increase from level 6 to level 8/second-Alex. Roll call Alex – yes, Mike – no, Earl yes/carried 2 to 1.**
- 9) **Mike made motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President